

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – CHANCERY DIVISION
MORTGAGE FORECLOSURE & MECHANICS’ LIENS SECTION**

**AMENDED SUPPLEMENTAL STANDING ORDER
MORTGAGE FORECLOSURE CALENDAR 62
COURTROOM PROCEDURES DURING COVID-19
September 22, 2021**

Judge Marian E. Perkins
Chancery Division/ Mortgage Foreclosure Section - Calendar 62
Richard J. Daley Center, 50 West Washington Street, Chicago, Illinois – Courtroom # 2808
Judicial Law Clerk: Liz Michalowska – Telephone: (312) 603-3878
Calendar 62 E-mail address: ccc.mfmlcalendar62@cookcountyl.gov

DEFAULT/UNCONTESTED CALL: 9:30 a.m. Monday - Thursday
CONTESTED CALL: 1:00 p.m.; Monday - Thursday

Zoom Videoconferencing Information:

Zoom Meeting ID No.: 941 2445 6665
Zoom Dial-In: (312) 626-6799*
Zoom Meeting Password: 486865

***To unmute after dialing in, press *6**

This Amended Supplemental Standing Order is entered as an addendum to the Standing Order of Calendar 62. It specifically addresses courtroom procedures for Calendar 62 due to the COVID-19 global pandemic.

Court Operations: Remote Video Conference or Telephone Conference

The court will determine which matters require an in-court appearance, on a case-by-case basis, due to the COVID-19 global pandemic. *See* the Chief Judge’s General Administrative Order 2020-07, as amended, and the Chancery Divisions’ General Administrative Order No. 2021-06, as amended. Except for hearings that cannot be held by remote video conference or telephone conference, all matters will be heard by the court *via* remote video conference or telephone conference, until further order of court.

The preferred method of communication is through the court’s dedicated e-mail address: ccc.mfmlcalendar62@cookcountyl.gov. Any e-mail correspondence to the court must notice/ copy all parties who have appeared in the case. E-mails containing courtesy copies, including, the proposed orders, must have PDF attachments that are clearly labeled with identifying names and that are digitally tabbed for exhibits and documents.

Instructions for connecting to the remote video proceedings and orders entered after a remote video proceeding shall be e-mailed to all parties from the court’s dedicated e-mail

address: ccc.mfmlcalendar62@cookcountyil.gov. Please contact the court's judicial law clerk at (773) 603-3878 to request that the case be heard by telephone conference. Instructions for connection via telephone conference will be communicated to the parties.

Court Interpreters

Court interpreters are provided by the Interpreter's Office of the Circuit Court of Cook County. Please contact the court's judicial law clerk at (773) 603-3878 or via e-mail at ccc.mfmlcalendar62@cookcountyil.gov to place an order for a Spanish-speaking, Polish speaking, Mandarin-speaking, Cantonese-speaking or any other world language-speaking court interpreter.

"Pro Se"/ Self-Represented Litigants

Self-represented litigants or pro se litigants are directed to seek free or low-cost legal assistance at the Chicago Volunteer Legal Services at (312) 332-2624 or via the website: www.cvls.org/get-legalhelp/COVID-19 Relief; Legal Aid Chicago at (312) 341-1070 or via the website at www.legalaidchicago.org. or the Chicago Legal Clinic at (312) 726-2938 (24-hour intake number) or via the website: www.clclaw.org. Upon request, the court's judicial law clerk shall send via e-mail to self-represented litigants, or their representatives the **"Free or Low Cost Legal Services" Handbook** provided by the Circuit Court of Cook County and the **"Circuit Court of Cook County Resource Guide for Self-Represented Litigants in Mortgage Foreclosure Cases."**

Self-represented or pro se litigants must comply with the relevant Illinois Code of Civil Procedure, the Illinois Mortgage Foreclosure Act, Illinois Supreme Court Rules, and Circuit Court of Cook County Rules. These rules can be found on-line at the following websites: www.ilgagov. and www.state.il.us/court/SupremeCourtRules.

Case Management

Plaintiff's attorneys, Defendant(s), and Defendant's attorneys must make a remote appearance on the case management court call. The case management report shall be accompanied by a proposed order with a PDF/ editable format. Please provide the case caption and case number. All parties must be notified and copied on all e-mails sent to the court's dedicated E-mail address: ccc.mfmlcalendar62@cookcountyil.gov. All parties are urged to communicate and coordinate to the extent possible.

Motions and Proposed Court Orders

All motions must be filed electronically and the court's courtesy copies submitted to the court's dedicated E-mail address: ccc.mfmlcalendar62@cookcountyil.gov. Please provide the case name, case number, calendar number, and title of the motion. The court will determine whether a motion presentment hearing via remote video conference or teleconference is required or advisable or whether a briefing schedule should be set.

Courtesy Copies

Parties shall e-mail their courtesy copies of their submissions to the Court's dedicated e-mail address: ccc.mfmlcalendar62@cookcountyil.gov in PDF format, no later than 7 days prior to the court date. Pleadings along with all exhibits and supporting documents shall be e-mailed

to the Court in a single, tabbed PDF document. Proposed orders shall be submitted as separate PDF documents. Delivery of paper courtesy copies is suspended until further notice.

Inter-Party Communications

Following the filing of a motion, but prior to the date on which the movant has noticed the motion for presentment, parties should communicate with one another to determine whether the filed motion is to be contested or agreed. The parties shall then communicate with the judicial law clerk via the court's dedicated E-mail address or via telephone so that the court can proceed accordingly.

"Off" Call Motions

The Court will entertain certain motions "off call." "Off Call" motions may be submitted to the court's dedicated e-mail address: ccc.mfmlcalendar62@cookcountyil.gov.

The motions listed below can be entered "off call": Agreed Continuances; Motion for Voluntary Dismissal; Motions to Set a Receiver's Bond; Motion for Entry of a Consent Judgment; Motion to Add or Dismiss a Party; Motion to Substitute Attorney; First Motion for Extension of Time; Petitions for Special Representative Fees; and Motions for Substitution of Judge As A Matter of Right. Please submit all such Orders in a pdf format and include a sentence striking any previously set court date, where applicable.

Emergency Motions to Stay Judicial Sale or to Stay Possession

Any party seeking to be heard by the court on an Emergency Motion must submit the proposed motion to the court's dedicated E-mail address: ccc.cmfmcalendar62@cookcountyil.gov, at least 24 hours prior to the time the movant wishes the Emergency Motion to be heard. If the court determines a hearing date may be set and the movant has electronically filed a Motion of Emergency Motion and Motion sent the same to the non-moving parties, a courtesy copy of the Notice of the Emergency Motion and the Emergency Motion must be submitted to the court by 4:30 p.m., the day prior to the hearing date.

Uncontested Motions

Plaintiff's attorney, Defendant (s), and Defendant's attorneys must make a remote appearance on the court call, unless there is an agreed order. When a filed motion is not contested by any parties, the court requests that a proposed agreed order be submitted to the court at least two (2) days prior to the presentment date of the motion. The uncontested motion shall be sent to the court's dedicated e-mail address and shall include the case caption, number, and title of the motion.

Contested Motions

Plaintiff's attorneys, Defendant(s), and Defendant's attorneys must make a remote appearance on the court call, unless there is an agreed order. Where a filed motion is contested and the parties can agree on a briefing timeline, the court requests that proposed briefing schedule order be submitted at least two days prior to the presentment date of the motion. The contested motion shall be sent to the court's dedicated e-mail address and shall include the case caption, number and title of the motion.

“Piggy-Backed” Motions

With proper notice to counsel for all parties who have appeared, motions may be brought before the court or “piggy-backed”, at any regularly set case management conference, motions hearing or pre-trial conference. The “piggy backed” motion shall be sent to the court’s dedicated e-mail address and shall include the case caption, number, and title of the motion.

Oral Arguments and Evidentiary Hearings

Oral Arguments and evidentiary hearings shall be held via remote video proceeding or telephone conference unless oral arguments and evidentiary hearings cannot be held via remote video proceeding or telephone conference. A party must contact the court’s judicial law clerk via the court’s dedicated e-mail at ccc.mfmlcalendar62@cookcountyl.gov or (312) 603-3878 to schedule a mutually agreed upon date for an in-court oral argument or evidentiary hearing. Parties who participate in in-court appearances must be COVID-19 compliant in accordance with the Chief Judge’s General Administrative Order and Chancery Division’s General Administrative Order. Thank you in advance for your cooperation.

Standing Order Considerations

Applicability and Inconsistency – Unless the court orders otherwise, this Supplemental Standing Order applies in every case and should be read to supplement the existing Calendar 62 Standing Order. In the event of any inconsistency between this Supplemental Standing Order and any order entered in a case, the order entered in the case, controls, to the extent of the inconsistency.

Modification – The court may modify this Standing Order at any time. Copies of Judge Perkins’ most recent Standing Order can be found online at www.cookcountycourt.org/JudgesPages/PerkinsMarian E.aspx.

Marian E. Perkins

Honorable Marian E. Perkins
Circuit Court of Cook County
Chancery Division/
Mortgage Foreclosure Section